



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry / Service	Higher Education
Post / Job Title	Junior Officer
Job Type	Regular, Full time
Reporting to	Dean – Faculty Affairs
Will also work very closely with	<u>Key Internal</u> : Heads of Departments, Faculty, Manager HR, Accounts
No. of Positions & Job Location	One Position
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none"> ▪ Coordinating Final Faculty Recruitment Selection Committee Meeting at the campus level. ▪ Making travel and accommodation arrangements for the experts and potential faculty candidates. ▪ To support Dean-FAD in relevant data maintenance, analysis dashboards and preparation of PPTs. ▪ Coordinating with Heads of Departments/deputed faculty members for department interaction with the expert. ▪ Processing TA/DA bills related to Final Faculty Recruitment Selection Committee Meeting for both experts & candidates. ▪ Scanning and sending the Minutes of the Final Faculty Recruitment Selection Committee Meeting to the office of Dean – FAD. Processing all FAD related bills. ▪ Preparation of NFAs. ▪ Maintaining and updating data related to faculty ▪ Handling day-to-day FAD office activities and smooth coordination with Dean FAD's office at Pilani Campus ▪ Understanding confidentialities of certain activities and maintaining Integrity. ▪ Any other responsibility assigned by the Associate Dean from time to time.
Qualification and Personal Profile	<ul style="list-style-type: none"> ▪ Graduate in any stream with minimum 10 years of experience or a post graduate with a minimum 3 years of experience in an administrative and office setting. ▪ Prior experience in an educational institute, particularly handling offices of Faculty Affairs may be preferred.
Other Skill and Ability Requirements	<ul style="list-style-type: none"> ▪ Should be computer savvy and be conversant with MS-Office. ▪ Should possess effective communication skills with good command over written and spoken English. ▪ Should be punctual, methodical, organized and self-motivated. ▪ Should exhibit a high degree of ownership, commitment and flexibility, should be able to put in extra hours as per work demands.
Compensation	<ul style="list-style-type: none"> ▪ Suitable candidate will be placed in Level 6 with a minimum pay of Rs. 35,400/- per month plus DA and other benefits as per Institute Norms.